U.S. Department of State
Bureau of Near Eastern Affairs

Office of the U.S.-Middle East Partnership Initiative
Catalog of Federal Domestic Assistance (CFDA) Number: **19.500**

Strengthening Economic Advocacy throughout the MENA Region

Opportunity Number: MEPI-MEPICA-13-003
Competition ID: MEPI-MEPICA-13-003-016505
Announcement Type: New

Key Information:

Application Deadline:	**23:59:59 ET on March 5, 2013**
Federal Agency Contact	**Olwyn Staples** Nea-grants@state.gov 202-776-8874
Date Opened	**February 1, 2013**
Electronic Link for Full Announcement (MEPI Website):	**mepi.state.gov**

Funding Opportunity Synopsis:

Project Synopsis:
The U.S.-Middle East Partnership Initiative (MEPI) requests applications that will enhance the role private and non-governmental sectors play in influencing policy decisions and ensuring that laws, policies, regulations, and practices are transparent and responsive to the needs of business and labor. MEPI welcomes applications from any registered U.S. or foreign non-profit organizations; for-profit organizations; private institutions of higher education; public or state institutions of higher education; public international organizations; and small businesses. Applicants should have functional and regional experience in the areas of regulatory policies and reform, economic governance, organization strengthening, and/or entrepreneurship in the MENA region. Applicants should specify their key competencies in these specific areas and outline their regional and country/territory-specific expertise. Applicants may submit proposals, via separate submissions, for one or more of the following priority areas that advocate for legal and regulatory reforms to support:

- Increased, expedited, more efficient, and more transparent business registration processes

- Improved bankruptcy and insolvency laws
- More open government policies and procedures that promote greater transparency and economic growth

Eligible Countries and Territories:
Through this announcement, we seek to support projects in Bahrain, Egypt, Jordan, Kuwait, Lebanon, Libya, Morocco, Oman, Qatar, Saudi Arabia, West Bank/Gaza, and/or Yemen.

Please note: Applications that focus on activities in countries or territories other than those discussed under each priority area will not be considered.

All applications must be submitted in English. Applicants may submit only one application to each priority area and applicants must identify which priority area the application addresses.

Background Information about MEPI:
The U.S.-Middle East Partnership Initiative is a unique program designed to engage directly with and invest in the peoples of the Middle East and North Africa (MENA). MEPI works to create vibrant partnerships with citizens to foster the development of pluralistic, participatory, and prosperous societies throughout the MENA region. To do this, MEPI partners with local, regional, and international non-governmental organizations, the private sector, academic institutions, and governments.

Through its Washington headquarters and Regional Offices in Abu Dhabi and Tunis, MEPI has been present in the MENA region since 2002, contributing over $650 million to more than 1,000 projects in 18 countries and territories with more than 850 implementers. More information about MEPI can be found at: mepi.state.gov.

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APPENDICES

I. FUNDING OPPORTUNITY DESCRIPTION

Over the past 10 years, the U.S.-Middle East Partnership Initiative (MEPI) has partnered with civil society and the private sector in an effort to promote the skills, networks, regulatory environments, and access to capital necessary to realize the potential and aspirations of entrepreneurs, support job creation, and promote economic growth through the Middle East and North Africa (MENA).

Through this Request for Applications (RFA), MEPI seeks proposals that advocate for legal and regulatory reforms that support:

- Increased, expedited, more efficient, and more transparent business registration processes
- Improved bankruptcy and insolvency laws
- More open government policies and procedures that promote greater transparency and economic growth

MEPI's support for economic advocacy is designed to contribute to more prosperous and more participatory societies, in which those directly affected by government decisions are empowered to voice their positions, promote their interests, and hold their policymakers accountable; and, at the same time, policymakers are encouraged to be open and responsive to their citizens. Unlike other levers of reform that are top-down or government-to-government, MEPI's local economic advocacy efforts are bottom-up approaches to empower those directly affected by government policies and practices to influence reform discourse.

MEPI requests applications that will enhance the role private and non-governmental sectors play in influencing policy decisions and ensuring that laws, policies, regulations, and practices are transparent and responsive to the needs of business and labor. The approach and style of this advocacy can be adapted to the local environment but should include efforts to change specific local and national policies, processes, or structures to enhance or create economic opportunities and broad-based economic growth benefiting all citizens.

The targeted objectives of the advocacy campaigns should:

- Identify specific regulatory reforms that will have the effect of reducing the time, number, and costs of procedures, and a means of clearly measuring benefits of and progress towards these goals;
- Promote a transparent and uniform set of rules and regulations on the administration of bankruptcy affairs and restructuring laws that seek to maintain the integrity of the business enterprise; or,
- Promote open government as a means of increasing certainty in the market; providing access to government information, such as budgeting and polling data; fostering greater transparency with public procurement; and supporting more public decision-making with regards to economic policymaking and publicly financed projects and initiatives.

Success of the project will be assessed based on progress toward achieving those specific goals.

Examples of advocacy activities envisioned under this RFA include, **but are not limited to**, support and training for:

- Building capacity of professional associations, trade unions, chambers of commerce, and other professional organizations on representing the needs of their membership and advocating with government;
- Mobilizing the business community around issues related to legal and regulatory reforms, economic policy, and transparency;
- Engaging with elected and appointed officials, formally and informally;
- Promoting accountability mechanisms for public economic institutions;
- Building coalitions and networks for advocacy on specific issues or for specific industries or sectors.
- Analyzing economic policy(ies) to determine impact on citizens and identify priority reform needs; or
- Creating and introducing sound economic policy concepts;

Examples of activities and costs **not covered** under the RFA include:

- Completion of activities begun with other funds;
- Academic or analytical research (if not necessary as part of a larger project);
- Exchange programs with other countries or territories;
- One-time events, such as stand-alone conferences and one-off round tables;
- Projects of a commercial or profit-making nature; and
- Entertainment costs (receptions, social activities, ceremonies, alcoholic beverages, cocktail parties, guided tours).

MEPI welcomes applications from any registered U.S. or foreign non-profit organizations; for-profit organizations; private institutions of higher education; public or state institutions of higher education; public international organizations; and small businesses. Applicants should have functional and regional experience in the areas of regulatory policies and reform, economic governance, organization strengthening, and/or entrepreneurship in the MENA region. **Applicants should specify their key competencies in these specific areas and outline their regional and country/territory-specific expertise.**

Applications should also specify country(ies) or territory(ies) of proposed implementation, activities, priority area, targeted outcomes, and partner organizations. Proposals should provide particular detail on how activities will contribute to building the capacity of MENA-based organizations and entities and, where appropriate, capitalize on women's and young people's participation in the economy. Applicants should explicitly indicate how activities will achieve positive impact and how outcomes related to economic growth will be measured. Applications should present a realistic timeline and outline specific plans for how the activities will continue to have an impact after the award ends.

MEPI has particular interest in supporting projects that are innovative and meet needs and opportunities not already addressed by current donor funding. MEPI invites creative and detailed proposals that also factor in the contributions of underserved communities including women, people with disabilities, and youth as change-makers and contributors to economic advancement. In all projects, supporting local leadership of activities is essential.

Please notify MEPI via nea-grants@state.gov by February 15, 2013 if you intend to submit a proposal(s) to this opportunity and please identify the priority area(s) to which you will submit. Applicants may submit only one application to each priority area. **We are requesting this information for our planning purposes only and a response does not constitute a commitment.**

Priority Area A: Reducing Regulatory Hindrances to New Business Registrations

Unemployment and poor economic growth are among the most significant problems in the Middle East and North Africa. Positive changes to the business registration processes common to the region would result in increases in business starts, job growth, government revenue and economic growth. According to World Bank and International Finance Corporation's 2012 *Doing Business Report*, the MENA regional average ranks among the lowest in the world for starting a business. The laws and regulations that prevent affordable and expeditious registration of new businesses are depressing economic growth. Rather than facilitating and supporting commercial activity, these regulatory obstacles discourage and thwart innovative and eager individuals from creating the new businesses that should serve as the foundation of a revitalized regional economy.

Advocacy efforts under this priority area could include focusing on, **but are not limited to**:

- Reducing the number of procedures required to start and operate a business and consolidating registration efforts into one transparent body;
- Reducing the amount of time required to complete the business registration process by adopting regulations that create a predictable, uniform law the promotes efficient registrations;
- Reducing the cost required to complete the new business registration process to encourage new business growth; or
- Reducing the minimum paid-in capital requirement to facilitate small- and medium-sized enterprises (SME) growth.

Promoting change on these issues through local advocacy efforts will afford entrepreneurs and SMEs the chance to lead economic development from within. **Proposals should identify specific regulatory reforms that will have the effect of reducing the time, number, and costs of procedures, and a means of clearly measuring benefits of and progress towards these goals. Ideally, these efforts would include coalitions of NGOs and private sector representatives.**

Eligible Countries and Territories: Bahrain, Egypt, Jordan, Kuwait, Lebanon, Morocco, Oman, Qatar, and/or West Bank/Gaza.

Please note: Applications that focus on activities in countries or territories other than those discussed above will **NOT** advance to the Technical Review stage.

Priority Area B: Support for Improved Bankruptcy and Insolvency Laws

Throughout most of the MENA region, laws and regulations governing investments fail to provide security to the bankrupt individual and his/her family, investors and creditors, and business enterprises. Reform to the bankruptcy system would allow businesses to do what is necessary to recover and meet financial obligations, which would benefit all sides in the equation. Most countries or territories lack transparent and uniform sets of rules and regulations on the administration of bankruptcy affairs and have no restructuring laws in place to maintain the integrity of the business enterprise. Additionally, overly burdensome costs associated with bankruptcy create risk-averse business climates that are anathema to entrepreneurial ventures.

Advocacy efforts under this priority area could include focusing on, **but are not limited to**:

- Reforms in the legal framework marked by a transparent, predictable system that allows for efficient, low-cost resolutions that seek to preserve businesses as going concerns;
- Creation of a body of experienced insolvency professionals to facilitate restructuring programs and to advise SME owners of the options available to them, and a judiciary better prepared to adjudicate insolvency cases;
- Creation of laws that set time limits on settlements to encourage creditors' participation;
- Creation of laws that allow for restructuring of companies facing potential insolvency; or
- Reduced regional socio-cultural stigma against bankruptcy, some of which can be accomplished through decriminalizing and treating fairly and respectfully genuine business failure.

Promoting change on these issues through local advocacy efforts will afford entrepreneurs and SMEs the chance to lead economic development from within. **Ideally, these efforts would include coalitions of NGOs and private sector representatives.**

Eligible Countries and Territories: Egypt, Jordan, Lebanon, Morocco, Oman, Saudi Arabia, West Bank/Gaza, and/or Yemen.

Please note: Applications that focus on activities in countries or territories other than those discussed above will **NOT** advance to the Technical Review stage.

Priority Area C: Encouraging Open Government Policies that Support Economic Growth

Adopting Open Government policies rooted in transparency and access to information will mitigate corruption and increase predictability and certainty in economic processes. Successful advocacy in these areas will overcome restrictions on business growth and development by reducing the cost of doing business, increasing private sector confidence and thus increasing investment, and creating greater capital flows from international investment. Projects in this area would promote open government as a means of increasing certainty in the market; provide access to government information, such as budgeting and polling data; foster greater transparency with public procurement; and support more public decision-making with regards to economic policymaking and publicly financed projects and initiatives.

Advocacy efforts under this priority area could include focusing on, **but are not limited to**:

- Seeking enhanced e-government services, including automation of government departments, including licensing for new businesses, customs and import-export procedures, and access to courts and tax bureaus;
- Promoting enhanced fiscal, budget and expenditure transparency through the publication of annual annotated budgets and public procurement tenders;
- Promoting the dissemination of information about government contracting and procurement procedures; or
- Promoting production and dissemination of statistics and polling data, and access to public data for use in private sector gains.

Promoting change on these issues through local advocacy efforts will afford entrepreneurs and SMEs the chance to lead economic development from within. **Ideally, these efforts would include coalitions of NGOs and private sector representatives.**

Eligible Countries and Territories: Egypt, Jordan, Libya, Kuwait, Morocco, Qatar, Saudi Arabia, West Bank/Gaza, and/or Yemen

Please note: Applications that focus on activities in countries or territories other than those discussed above will **NOT** advance to the Technical Review stage.

II. AWARD INFORMATION

Funding Mechanism Type:	Cooperative Agreement
Estimated Number of Awards:	6 – 10 Awards
Estimated Total Program Funding:	$5,500,000
Estimated Award Ceiling:	$2,000,000
Estimated Award Floor:	$500,000
Length of Project Period:	1-3 years

Based on the availability of funds, approximately *$5,500,000* in Economic Support Funds for approximately *six to ten* grants will be awarded through this announcement. If selected to receive a grant, applicants will be awarded funds for *one to three* years. The estimated start date for this project is August 2013. MEPI reserves the right to award more or less than the estimated program funding, and reserves the right to award funding under this announcement for a period of up to two years after the announcement's close date.

Non-Competing Continuation:
Requests for funding to extend beyond the initial budget period will be contingent upon the availability of funds; grantee's progress in meeting grant requirements, including timely submission of required reports and compliance with all terms and conditions of the award; timely submission of a request for additional funding; and a determination that continued funding would be in the best interest of the Department of State.

III. ELIGIBILITY INFORMATION

All applications will be screened by the Office of the U.S.-Middle East Partnership Initiative to determine whether each applicant meets all of the program eligibility requirements detailed below.

NOTE: Applications that do not demonstrate that they meet all of the eligibility requirements in Section A and Section B will not advance to the Technical Review stage. Nothing can be added to an application once it has been submitted and the competition deadline has passed.

A. ELIGIBLE APPLICANTS

Eligible applicants include registered U.S. or foreign non-profit organizations; for-profit organizations; private institutions of higher education, public or state institutions of higher education; public international organizations; and small businesses with functional and regional experience in the areas of regulatory policies and reform, economic governance, organization strengthening, and entrepreneurship in the MENA region. **MEPI strongly encourages applications from civil society organizations in the Middle East and North Africa region.** International non-governmental organizations with principal bases of operations outside the Middle East and North Africa are also encouraged to apply, but the percentage of total budget actually spent in the region through local partners will be among the elements of evaluation for this competition. **All applicants must be legally registered organizations prior to applying to this announcement.**

The U.S.-Middle East Partnership Initiative is committed to an anti-discrimination policy in all of its programs and activities. MEPI welcomes applications irrespective of an applicants' race, ethnicity, color, creed, national origin, gender, sexual orientation, or disability. We encourage applications from organizations working with underserved communities, including women, people with disabilities, and youth.

B. ELIGIBILITY REQUIREMENTS

B.1 Dun and Bradstreet Data Universal Number System Registration

The DUNS number is a nine-digit number established and assigned by Dun and Bradstreet, Inc. to uniquely identify business entities.

All applicants must have a Data Universal Number System (DUNS) number. To register your organization, please follow the steps below:

1. Go to http://fedgov.dnb.com/webform/pages/CCRSearch.jsp.
2. Select the country or territory where your organization is physically located. Complete and submit the form. You will need to provide basic information about your

organization, including physical and mailing addresses, name and title of the chief executive, primary Standard Industrial Code (SIC), and annual revenue.
3. Typically, you can complete this registration in **one day** and your DUNS number will be emailed to you. For technical difficulties in obtaining this number, please contact Dun & Bradstreet at: govt@dnb.com.

B.2 System for Award Management Registration
The System for Award Management, formerly managed by the Central Contractor Registration (CCR), is a U.S.-government wide registry for vendors doing business with the federal government and requires annual renewal. The system centralizes information about grant applicants/recipients, and provides a central location for grant applicants/recipients to change organizational information.

U.S.-based applicants must be registered with the System for Award Management (SAM) to submit an application to MEPI.

Foreign-based applicants are not required to be registered with SAM to submit an application to MEPI. If an applicant is not registered with SAM, the application must be submitted using GrantSolutions.gov. More information about GrantSolutions.gov can be found in Part IV, Section B.2.

All applicants selected for funding must be registered with SAM to receive an award.

To register your organization, please follow the steps below:
1. Go to http://www.sam.gov.
2. Select *Create User Account*, and then select *Create an Account* again on the left-hand side of the screen under *Individual Account Details.* You must have a Data Universal Numbering System (DUNS) number in order to begin the registration process.
3. Complete and submit the online registration. If you already have the necessary information on hand (see the SAM User Guide), the online registration form takes approximately one hour to complete, depending upon the size and complexity of your entity. Because of the different steps in the process, it can take anywhere from **three to fourteen days** to complete your registration with the system.

For help with SAM.gov, please visit their support page at: https://www.fsd.gov/app/sam or contact them at: 1-866-606-8220.

Applicants must maintain an active registration, with current information, while their application is under consideration for funding. To keep your SAM.gov registration active, applicants must renew at least once each year. If your registration expires, you cannot submit a grant application until it is renewed.

B.3 Sustainability Plan
Applicants must outline a plan to sustain the proposed project beyond the initial award period. The plan should address each of the areas list below:

- Discuss how sustainability will be integrated into project planning and implementation from the beginning.
- Describe how project activities and results will create sustainable impact through local ownership.
- Identify the results and outcomes that can be realistically sustained after MEPI funding ends.
- Present a plan to secure the resources needed to sustain the aforementioned results after MEPI funding ends.
- Identify potential partners that will play a role in sustaining the project past the scheduled end date and explain the role they will play.

The quality and feasibility of the proposed sustainability plan will be among the elements on which applications are evaluated (See Part V, Section A for more information).

The plan should be attached as a separate document in your submission and may not exceed two pages.

B.4 Results-Oriented Monitoring and Assessment Plan

Applicants must submit a Results-Oriented Monitoring and Assessment (ROMA) Plan that will describe the measures proposed by the applicant to capture and demonstrate progress towards achieving the objectives of the proposed project.

All ROMA plans should include the following objective(s), or a similar variation:

- *CSOs and the private sector engages government to advocate for improved business environment*
- *Legislation/regulations/policy promote the development and expansion of small to medium-scale enterprises*
- *Legislation/regulations are consistent with international standards for trade, investment, finance and labor*

The ROMA Plan should include the following elements:

- *Realistic project objectives.* What results are achievable during the period of the grant?
- *Qualitative indicators.* How and what will you measure to show the project's results based on outcomes (impact) as well as outputs (raw numbers)?
- *Data collection and analysis.* How will you collect and present indicator data and analysis to show progress toward the project objectives?
- *Monitoring and reporting.* How will you monitor and assess results during the implementation of the project to adapt to changes on the ground and maintain progress?

The quality and feasibility of the proposed ROMA will be among the elements on which applications are evaluated (See Part V, Section A for more information).

The plan should be attached as a separate document in your submission and may not exceed three pages. A sample template can be found in Appendix 4 and a fill-able template is available for download online. **NOTE: Applicants are strongly encouraged to use the same**

format as found in the sample. If the applicant does not use the template, the applicant must ensure that their submission includes all elements outlined in the sample.

C. ADDITIONAL ELIGIBILITY CONSIDERATIONS

C.1 Partners or Coalitions

Applicants are strongly encouraged to submit projects that include partnerships or coalitions with local or regional organizations that would work together on specific reform issues and priorities and would share information and expertise with one another. **In particular, MEPI strongly encourages applicants not based in the Middle East and North Africa to partner with local organizations.** The inclusion of a partnership or coalition will be among the elements on which applications are evaluated (See Part V, Section A for more information).

A partnership or coalition is defined as a negotiated arrangement among organizations that defines substantive, collaborative roles for each of the partners in planning and implementing a project. Coalitions could include NGOs, private sector entities, governmental entities, academic institutions, and non-profit organizations.

If proposing partners or coalitions, applicants should provide the following evidence in their submission:

- How the partnership arrangement advances the objectives of the project;
- Explanation of the roles and responsibilities of the partner(s) in the implementation of the project, project evaluation, and project sustainability;
- Supporting documentation identifying the resources, experience, and expertise of the partner(s);
- Evidence that each of the partner(s) has been involved in the planning of the project; and
- Evidence of an intent to commit or receive resources or services from the prospective partner(s) contingent upon receipt of funds (e.g., letter of intent, letter of agreement, etc.)

In addition, if the applicant proposes a sub-grant(s), then the application should describe in both the program and budget narratives how the sub-grant(s) will be managed and monitored to ensure compliance with project objectives and Federal regulations. Capacity building and technical support to foreign-based sub-grantees is strongly encouraged.

C.2 Cost-Sharing or Matching

Applicants are encouraged to provide cost-sharing (or matching) from additional sources in support of their proposed project. Applicants should clearly explain all additional sources of project funding and how the funds will be used. **If additional funding resources are not proposed, applicants should explain why not.** The inclusion of cost-sharing will be among the elements on which applications are evaluated (See Part V, Section A for more information).

IV. APPLICATION AND SUBMISSION INFORMATION

A. Application Documents

All applications must include the application components detailed below. **All application documents must be submitted in English.** **Applicants may submit only one application to**

each priority area and applicants must identify which priority are the application addresses. Please refer to Section B below for additional submissions guidance and requirements (e.g., font size, page margins).

NOTE: Applications that do not include all the required documentation described in Section A.1 below will not advance to the Technical Review stage. Further, if an application exceeds the allowable page limits, the additional pages, over the page limit, will not be reviewed by the review panel. **Applicants may not add any materials to an application once it has been submitted and the competition deadline has passed.**

A.1 Required Documents

MEPI Application Coversheet:
The Cover Sheet summarizes details about the applying organization and its application, and includes space for a mandatory project synopsis of **no more than one-page**. A sample template can be found in Appendix 1 and a fill-able template is available for download online. **NOTE: Applicants are strongly encouraged to use the same format as found in the sample.** If the applicant does not use the template, the applicant must ensure that the submission includes all elements outlined in the sample.

Applicant Organizational Information:
The Applicant Organizational Information document provides details about the type of organization that is applying, its organizational structure and policies, and the applicant's ability to manage Federal funds. A sample template can be found in Appendix 2 and a fill-able template is available for download online. **NOTE: Applicants are strongly encouraged to use the same format as found in the sample.** If the applicant does not use the template, the applicant must ensure that their submission includes all elements outlined in the sample.

Federal Assistance Application Forms (SF-424, SF-424a, and SF424b):
Applicants must complete all three forms online to be considered for funding. **Guidance on how to complete the SF-424 and SF-424a is provided in Appendix 5.**

Program Narrative:
The Program Narrative describes the efforts the applicant will undertake to address the priorities and goals of this announcement. It may be **no longer than 10 pages**. **If the narrative exceeds the page limit, the extra pages will be removed from the application package.** More details on preparing the Program Narrative are provided in Appendix 5. **Applicants are strongly encouraged to review Appendix 5 before preparing their Narrative.**

Budget Narrative:
The Budget Narrative provides detail about both the Federal request and the non-Federal match. There is **no page limit** for this section of an application. A sample template can be found in Appendix 3 and is available for download online with the application package. **NOTE: Applicants are strongly encouraged to use the same format as found in the**

sample. If the applicant does not use the template, the applicant must ensure that their submission includes all elements outlined in the sample. More details on preparing the Program Narrative are provided in Appendix 5. **Applicants are strongly encouraged to review Appendix 5 before preparing their Narrative.**

Sustainability Plan:
The sustainability plan outlines how the proposed project will be sustained beyond the initial award period. More information about preparing this Plan can be found in Part III, Section B.3 above. Sustainability Plans should be attached as separate document in your submission and may not exceed **two pages**.

Results-Oriented Monitoring and Assessment Plan:
A Results-Oriented Monitoring and Assessment (ROMA) Plan describes the measures proposed by an applicant to capture and demonstrate progress towards achieving the objectives of the proposed project. More information about preparing this Plan can be found in Part III, Section B.4 above and in Appendix 4. ROMA Plans should be attached as a separate document in your submission and may not exceed **three pages**.

A.2 Optional Documents

Applicants may submit additional documents for consideration with their application. These documents are not required and **may not exceed 10 pages. If these documents exceed the page limit, the extra pages will be removed from the application package.** Below are examples of some additional documents an applicant may wish to submit.

- **Biographical Sketch or Job Descriptions for key personnel and partners:** This information may be included within the program narrative or as a separate document included in the optional documents of the application. If these items are not included, applicants will be scored lower under *Staff and Position Specifications* review criteria outlined in Part V, Section A below.
- **Letters of Agreement or Letters of Intent** from proposed partners
- **Organizational Chart** outlining clear lines of responsibility and authority in the applicant organization.
- **Work Plans, Project Timeline, Calendar of Activities:** A work plan is a detailed list of proposed activities, milestones, and approximate dates. You may choose to include a work plan, project timeline, and/or calendar of proposed activities.
- **Pre-Submission Checklist** can be found in Appendix 6. This Checklist ensures that an applicant has accurately documented the eligibility requirements and included all major components of the application.

A.3 Application Formatting Requirements

It is strongly recommended that applicants submit grant applications using Microsoft Office. If applicants do not have access to Microsoft Office products, Adobe PDF files may be submitted. In addition, applicants are strongly encouraged to include a Table of Contents with their submission.

The required font is 12-point, Times New Roman. All application documents must be single spaced, with all margins (left, right, top, and bottom) of at least one inch each. Also, applicants should ensure all pages in the application package are numbered consecutively and meet the page limit requirements outlined in Section A.1 and A.2 above. **The Standard Forms 424 (SF-424, SF-424a, and SF-424b), MEPI Application Coversheet, and Applicant Organization Information <u>are excluded</u> from the page numbering.**

Adhering to the standards outlined above will help to ensure the accurate submission of the document. Failure to comply with these requirements may affect the successful transmission and consideration of an application. **Note: If an application exceeds the allowable page limits, the additional pages, over the page limit, will <u>not</u> be reviewed.**

B. SUBMITTING AN APPLICATION

Applicants must submit their application electronically using either Grants.gov OR GrantSolutions.gov. Both systems require registration by the applying organization. Sections B.1 and B.2 below outline each systems requirements and provide instructions for how to register. **Applicants must select one of these systems for their submission; do not submit an application thru both systems.**

It is important to understand that the application process is not complete until the applicant receives notification that their application has been validated and forwarded to the granting agency (MEPI). Please allow sufficient time for entering the application into these systems. Please note that it is the responsibility of the applicant to monitor their applications to ensure that they are successfully received and validated.

Please notify MEPI via nea-grants@state.gov by February 15, 2013 if you intend to submit a proposal to this opportunity. We are requesting this information for our planning purposes only and a response does not constitute a commitment.

B.1 Grants.gov

Grants.gov is a single portal for applicants to find and apply to U.S. government funding opportunities. **To apply using this option, applicants <u>must</u> have a DUNS number and be registered with the System for Award Management.** Instructions for meeting these two requirements can be found above in Part III above.

The registration process for this site is a five-step process: 1) obtain a DUNS number; 2) register with System for Award Management; 3) create a profile, including username and password; 4) obtain Authorized Organization Representative (AOR) authorization; and 5) track AOR status. The registration process can take 10 business days or longer, even if all the registration steps are completed in a timely manner. **To register, go to www.grants.gov and click on "Get Registered."**

B.2 GrantSolutions.gov

GrantSolutions.gov is a comprehensive grants management system that allows applicants to apply for, manage, and report on the use of U.S. government funds for multiple programs, accessed online at www.grantsolutions.gov. **To apply using this option, applicants <u>must</u> have a DUNS number.** Instructions for obtaining a DUNs number can be found above in Part III above. **Foreign-based applicants are encouraged to submit an application using this system.**

To register, go to www.grantsolutions.gov, and select the "Getting Started" link at the bottom of the homepage. You will be directed to page entitled "Request a User Account;" select the **"GrantSolutions New Organization Registration Page"** link, under the "New Applicants" header. Then select the link entitled **"Register with GrantSolutions with your DUNS number,"** and complete the registration form.

C. SUBMISSION DATES AND TIMES

Applications are due before 23:59:59 eastern time (ET) on **March 5, 2013**. **There will be no grace period, and any application not received by the application deadline will not advance to the Technical Review stage.**

Applicants are encouraged to submit their applications far enough in advance of the deadline so they can alert MEPI (nea-grants@state.gov) of any technical difficulties they might encounter in submission, and obtain and avail themselves of alternative submission procedures prior to the deadline.

D. FUNDING LIMITATIONS, RESTRICTIONS, AND OTHER CONSIDERATIONS

D.1 Awards to Commercial Firms or For-Profit Organizations:

The Department of State prohibits profit under its assistance awards to commercial organizations. No funds will be paid as profit to any recipient that is a commercial organization. Profit is defined as any amount in excess of allowable direct and indirect costs. The allowability of costs incurred by commercial organizations is determined in accordance with the provisions of the Federal Acquisition Regulation (FAR) at 48 CFR Part 31. Program income earned by the recipient must be deducted from the total project or program allowable cost in determining the net allowable costs on which the federal share of costs is based.

V. APPLICATION REVIEW AND SELECTION PROCESS

A. APPLICATION EVALUATION CRITERIA

Each application submitted under this announcement will be evaluated and rated on the basis of the evaluation criteria outlined below. The criteria are designed to assess the quality of the application and to determine the likelihood of its success and impact. The criteria are closely related and are considered as a whole in judging the overall quality of an application. Applications will be reviewed on the basis of their fullness, coherence, clarity, and attention to detail. Points are awarded only to applications that are responsive within the context of this program announcement.

Results or Benefits (30 points)

- The applicant identifies specific legal and/or regulatory obstacles that will be the target of the project and proposes clear steps towards ameliorating those obstacles. (7 points)
- The project objectives are specific and clearly explained. (5 points)

- The applicant describes realistic results to be accomplished within the timeframe of the proposed award. (5 points)
- The applicant provides realistic milestones to indicate progress toward achieving positive impact on specific legal and regulatory issues. (4 points)
- The applicant explains how the project's impact will be sustainable beyond the life of the grant. (3 points)
- The applicant explains how monitoring and evaluation activities will be carried out and who will be responsible for them. (3 points)
- The project includes a midterm or final evaluation. (2 points)
- A Results-Oriented Monitoring and Assessment (ROMA) plan is included. (1 points)

Approach (29 points)
- The applicant clearly addresses how the project will engage or obtain support from relevant stakeholders and identifies local partners. (5 points)
- The applicant clearly describes how each proposed project activity will address the objectives outlined in the requested priority area. (4 points)
- The applicant proposes activities that are interactive, practical, and/or experiential in nature to encourage greater understanding of curriculum. (4 points)
- The applicant explains how participants will be selected (e.g. criteria for selection, selection process). (3 points)
- The applicant acknowledges if activities similar to those proposed are already taking or have taken place previously, and provides an explanation as to how proposed new activities will not duplicate or merely add to existing/recent activities. (3 points)
- The applicant articulates potential challenges to project implementation and proposes contingency plans. (3 points)
- The application describes the division of labor among the applicant and any partners, as well as a clear explanation as to how any sub-awards will be managed and monitored. (3 points)
- The proposed project design is innovative and original, as well as feasible. (2 points)
- The applicant includes letters of intent/commitment/agreement from proposed partners. (2 points)

Organizational Capacity (14 points)
- The applicant demonstrates an institutional record of successful programs in economic advocacy directed at legal and regulatory changes. (5 points)
- The applicant demonstrates experience (e.g. has previously worked and/or has established contacts/partners) in the proposed country/territory/region. (4 points)
- The applicant demonstrates capacity for responsible fiscal management of donor funding (e.g. successful management of a previous sub-award or grant). (3 points)
- The applicant has adequate staffing and demonstrates the capacity to manage the proposed project. (2 points)

Staff and Position Specifications (12 points)
- Pre-identified key staff members, including volunteers, demonstrate experience and knowledge in economic advocacy directed at legal and regulatory changes. (4 points)

- Pre-identified key staff members, including volunteers, demonstrate experience working in the country/territory/region proposed and with participants from that area (e.g. language skills, cultural understanding). (3 points)
- A job description, including hiring criteria, is provided for each open key position. (3 points)
- The roles and qualifications of each key person, whether staff, partner, consultant, or volunteer, are described in a biographical sketch. (2 points)

Budget Narrative (15 points)

- The costs proposed are reasonable in relation to the proposed activities and anticipated results, which is clearly explained in the budget narrative. (3 points)
- The budget provides details of calculations, including estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. (3 points)
- The preponderance of the budget is spent on supporting the project participants/activities and includes costs dedicated to monitoring and evaluation. (3 points)
- Adequate travel costs are proposed. (2 points)
- Additional sources (cost-share or matching) for project funding are proposed, as well as an explanation of how those additional sources will be used. (2 points)
- The budget demonstrates a reasonable cost per participant. (2 points)

B. REVIEW AND SELECTION PROCESS

The Office of the U.S.-Middle East Partnership Initiative is committed to ensuring a competitive and standardized process for awarding Economic Support Funds grants. Applications will be screened initially by MEPI to determine whether applicants meet the requirements and priorities outlined in Part I; meet the eligibility requirements outlined in Part III; and submitted the required documents outlined in Part IV. Applications that do not meet these requirements will not advance to the Technical Review stage.

All applications that proceed to Technical Review will be rated on a 100-point scale. Point values for individual elements of the application are presented in Part V, Section A. Technical Reviewers' ratings, and any resulting recommendations, are advisory.

Final award decision will be influenced by whether the application meets MEPI's programmatic goals and objectives, how it supports the Department's overarching foreign policy priorities, and the geographic distribution of the top-ranking applications. All final grant award decisions will be made by the Deputy Assistant Secretary.

VI. ADMINISTRATION INFORMATION

A. AWARD NOTICES

Five days after the closing of the announcement, applicants will be notified via email that their application has been received. This notification will include an application log number that applicants must use to track their applications. **This notification does not signify that your application has advanced to the Technical Review Stage.**

Applicants who do not advance to the Technical Review stage will be notified 30 days after the closing of the announcement. The authorized representative and program point of contact listed on the SF-424 will receive the notification via email. If an applicant does not receive such a notification, their submission was put forward for review.

A**pplicants who advanced to the Technical Review stage will be notified about the status of their application by June 30, 2013.** The authorized representative and program point of contact listed on the SF-424 will receive such a notification via email. **MEPI reserves the right to award funding to applicants under this RFA for a period of up to two years after the announcement's close date.**

B. APPLICANT VETTING AS A CONDITION OF AWARD

Applicants are advised that successful passing of vetting to evaluate the risk that funds may benefit terrorists or their supporters is a condition of award. Applicants may be asked to submit information required by DS Form 4184, *Risk Analysis Information* about their company and its principal personnel. Vetting information is also required for all sub-award performance on assistance awards identified by DOS as presenting a risk of terrorist financing. When vetting information is requested by the Grants Officer, information may be submitted on the secure web portal at https://ramportal.state.gov, via Email to RAM@state.gov, or hardcopy to the Grants Officer. Questions on the form may be emailed to RAM@state.gov. Failure to submit information when requested, or failure to pass vetting, may be grounds for rejecting an application for award.

C. BRANDING AND MARKING REQUIREMENTS FOR GRANTEES

Grantees awarded under this announcement will be required to mark all materials produced under the award with the standard U.S. flag in a size and prominence equal to (or greater than) any other logo or identity. Materials are defined as but not limited to: training materials, materials for recipients, or materials to communicate or promote with foreign audiences a program, event, project, or some other activity under this award, including but not limited to invitations to events, press materials, event backdrops, podium signs, etc. In addition, sub-recipients or sub-awardees are subject to the marking requirements and the grantee shall include a provision in the sub-recipient or sub-awardee's agreement indicating that the standard, rectangular U.S. flag is a requirement. Exceptions to this requirement can be discussed with MEPI when negotiating an award.

D. DUNS NUMBER AND SAM REQUIREMENT FOR SUB-AWARDEES

All sub-awardees who will receive funds of $25,000 or more are required to have a DUNS number and maintain an active SAM registration with current information. For information on obtaining a DUNS number and registering with SAM please see Part III, Sections B.1 and B.2 above. **Proposed sub-awardees are not required to have a DUNS number and SAM registration prior to the submission of an application.**

E. SUB-AWARDEE REPORTING REQUIREMENT

Grantees awarded under this announcement will be required to report all sub-awardees receiving funds of $25,000 or more to http://www.fsrs.gov. More information about this requirement can be found at this site.

VII. AGENCY CONTACTS

For questions regarding this funding opportunity including: completing an application, financial and grants management issues; or technical matters, contact:

Ms. Olwyn Staples
(202) 776-8874
nea-grants@state.gov

For questions regarding registering with or using Grants.gov to submit an application, contact the Grants.gov Contact Center. The Contact Center is available 24 hours a day, 7 days a week, excluding Federal holidays.

Grants.gov Contact Center
(800) 518-4726
support@Grants.gov

For questions regarding registering with or using GrantSolutions.gov to submit an application, contact the GrantSolutions.gov Contact Center. The Contact Center is available Monday-Friday, 8:00 am – 6:00 pm Eastern Standard Time.

GrantSolutions.gov Contact Center
(866) 577-0771
(202) 401-5282
help@grantsolutions.gov

U.S. DEPARTMENT OF STATE
OFFICE OF THE U.S.-MIDDLE EAST PARTNERSHIP INITIATIVE
APPLICATION COVER SHEET

Applicant:	
Partner(s) *(local or regional, if any)***:**	
Countries Affected by Project:	
Funding Opportunity Title:	**Funding Opportunity Close Date:**
Priority Area, if applicable *(e.g., Priority Area A, B)***:**	
Total Estimated Funding for Project:	**Proposed Start and End Date for Project:**

Executive Summary:
Please provide a brief summary of the proposed project in the space below (e.g., This project will…). This summary should be a maximum of one page (with all the text in blue removed).

Applicant Organizational Information

Instructions: The Applicant Organizational Information template should be filled out in its entirety. Any information that is included in blue text should be deleted prior to submitting this document on Grants.gov or GrantSolutions.gov. Please note that the response "Not Applicable," or "N/A," is generally not acceptable. Instead, a sufficient explanation should be provided to explain why an item is not applicable.

<table>
<tr><th colspan="7">GENERAL INFORMATION</th></tr>
<tr><td>1. Organization Name:</td><td colspan="6"></td></tr>
<tr><td rowspan="2">2. Type of Organization
(check all that apply)</td><td>**Overseas:**</td><td></td><td>**Non-Profit:**</td><td></td><td>**Non-Governmental:**</td><td></td></tr>
<tr><td>**Domestic:**</td><td></td><td>**For-Profit: (Commercial)**</td><td></td><td>**Educational Institution:**</td><td></td></tr>
<tr><td colspan="7">3. Is your Organization incorporated, registered, or licensed as a legal entity</td></tr>
<tr><td rowspan="2">*If Yes:*</td><td colspan="3">**Place of Incorporation or Registration (State/County):**</td><td colspan="3"></td></tr>
<tr><td colspan="3">**Incorporation or Registration Date:**</td><td colspan="3"></td></tr>
<tr><td rowspan="2">*If No:*</td><td colspan="6">**List parent company or organization name and address OR explain status below:**</td></tr>
<tr><td colspan="6"></td></tr>
<tr><td colspan="3">4. Program Director *(The person who will oversee the day to day activities of the grant):*</td><td colspan="4"></td></tr>
<tr><td>**Program Director Title:**</td><td colspan="2"></td><td>**Email Address:**</td><td colspan="3"></td></tr>
<tr><td>**Address:**</td><td colspan="2"></td><td>**Telephone Number**</td><td colspan="3"></td></tr>
</table>

Applicant Organizational Information

5. Financial or Business Official *(The person who is responsible for the financial components of the grant.)*			
Budget Officer Title:		**Email Address:**	
Address:		**Telephone Number**	

ORGANIZATION STRUCTURE AND POLICIES	
6. Is your organization governed by Board of Directors? (Yes or No):	
7. Does your organization have a written personnel policy and procedure manual? (Yes or No):	
8. Does your organization have a written accounting and financial policy and procedure? (Yes or No):	

FINANCIAL AND ACCOUNTING MANAGEMENT		
9. What is the ending date of your organization's fiscal year (MM/DD/YYYY)?		
10. Does your organization have an automated accounting system? (Yes or No):		
If Yes:	**Can the accounting system show amounts incurred for individual awards and show charges to separate funding sources? (Yes or No):**	
	Can the accounting system generate reports that show these specific costs incurred for individual awards? (Yes or No):	
	Does the accounting system allow for reporting of Cash and In-kind contributions (from non-federal sources) i.e., cost share? (Yes or No):	

Applicant Organizational Information

11. Are there written procedures for determining reasonableness, allocability, and allowability of costs?	
12. Does your organization prepare annual financial statements (e.g., balance sheet, income and expense statement)?	
13. Does your organization have written policies and procedures for monitoring sub-awardees or sub-recipients, including consultants?	
14. Does your organization have a current A-133 audit? (Yes or No)	
15. Has your organization received grant or agreement funds before? (Yes or No):	

If Yes:	**Please provide the following information on awards or funding received in the last five years. Please specifically note if funds are U.S. Government (USG) funds.**			
	Name of Donor	***Amount***	***Period***	***USG Funds? (Yes or No)***

Budget Narrative

Instructions: This Budget Narrative Sample Template should be filled out in its entirety. Any information that is included in blue text should be deleted prior to submitting this document as the "Budget Narrative" attachment on Grants.gov or GrantSolutions.gov. It is only included as guidance for sample text or suggested information. Costs listed in any category below should include an explanation of how the requested funds will be used to support the proposed project, whether it be federal or a non-federal/match cost. Please note that the response "Not Applicable," or "N/A," is generally not acceptable. Instead, a sufficient explanation should be provided in either the proposal narrative or within each field to explain why an item is not applicable.

Organization Name, Period of Performance

1. Personnel (*Description: An employee of the organization whose work is tied to the proposed project)*

1.a Federal or MEPI Cost

Position	Name of Employee	Annual Salary/ Rate	Level of Effort (%)	Cost (*Salary x LOE)*
Ex: Program Director	John Doe	$ 164,890	10.00%	$ 16,489.00
Ex: Project Coordinator	TBD	$ 46,276	100.00%	$ 46,276.00
			1.a Personnel Sub-Total	**$ 62,765.00**

Narrative Justification: *Enter a description of the Personnel funds requested and how their use will support the purpose and goals of your proposal. Be sure to describe the role, responsibilities, and unique qualification of each position.*

SF-424a Note: Enter the total cost of 1.a in Section B Column 1 line 6a of the form.

1.b Non-Federal Match or Cost Share

Position	Name of Employee	Annual Salary/ Rate	Level of Effort (%)	Cost (*Salary x LOE)*
Ex: Clerical Support	Jill Smith	$ 1,338	100.00%	$ 1,338.00
			1.b Personnel Sub-Total	**$ 1,338.00**

Narrative Justification: *Enter a description of the Personnel matching funds provided and how their use will support the purpose and goals of your proposal. Be sure to describe how your matching funds will help sustain and enhance your MEPI budget request.*

SF-424a Note: Enter the total cost of 1.b in Section B Column 2 line 6a of the form.

Source of Match Funds: *Identify the source of match funds.*

2. Fringe Benefits (*Description: May include contributions for social security, employee insurance, pension plans, etc. Only those benefits not included in an organizations indirect cost rate agreement (i.e., NICRA) may be shown as direct costs)*

2.a Federal Cost

Component	Wage	Rate	Cost *(Wage x Rate)*
Ex: FICA	$ 62,765	7.65%	$ 4,802.00
Ex: Workers Compensation	$ 62,765	2.50%	$ 1,569.00
Ex: Health Benefits	$ 62,765	2.50%	$ 1,569.00
		2.a Fringe Benefits Sub-Total	**$ 7,940.00**

Narrative Justification: *Enter a description of the Fringe funds requested, how the rate was determined, and how their use will support the purpose and goals of this proposal.*

SF-424a Note: Enter the total cost of 2.a in Section B Column 1 line 6b of the form.

2.b Non-Federal Match or Cost Share

Component	Wage	Rate	Cost *(Wage x Rate)*
Ex: Insurance	$ 62,765	10.50%	$ 6,590.00
		2.b Fringe Benefits Sub-Total	**$ 6,590.00**

Narrative Justification: *Enter a description of the Fringe matching provided, how the rate was determined, and how their use will support the purpose and goals of the proposal. Be sure to describe how the matching funds will help sustain and enhance your federal budget request.*

SF-424a Note: Enter the total cost of 2.b in Section B Column 2 line 6b of the form.

Source of Match Funds: *Identify source of match funds.*

3. Travel (*Description: Explain need for all travel. Must follow U.S. Government regulations. The lowest available commercial fares for coach or equivalent accommodations must be used. Local travel policies prevail.)*

3.a Federal Cost

Purpose of Travel	Item Description	Unit of Measure	Cost Per Unit/Rate	Number of Units	Cost *(Cost Per Unit x No. of Units)*
Ex: Leadership Training	Airfare--Origin: Egypt, Algeria, Tunisia, Morocco, Yemen, and/or Oman; Destination: Amman, Jordan	Roundtrip Airfare	$ 500	20	$ 10,000.00

	Lodging in Amman for 20 participants for 3 days (U.S. Government allowable rate)	day	$ 183	60	$ 10,980.00
	Meals and Incidentals for 20 participants for 3 days (M&IE--U.S. Government allowable rate))	day	$ 127	60	$ 7,620.00
Ex: Local Travel	Local travel in Amman, Jordan for 20 participants for 3 days	day	$ 500	3	$ 1,500.00
				3.a Travel Sub-Total	***$ 30,100.00***

Narrative Justification: *Describe the Purpose of Travel and how costs were determined.*

SF-424a Note: Enter the total cost of 3.a in Section B Column 1 line 6c of the form.

3.b Non-Federal Match or Cost Share

Purpose of Travel	Item Description	Unit of Measure	Cost Per Unit/Rate	Number of Units	Cost *(Cost Per Unit x No. of Units)*
Ex: Leadership Training	Airfare--Origin: Algeria, Tunisia, Morocco, Jordan, and/or Qatar; Destination: Cairo, Egypt	Roundtrip Airfare	$ 500.00	20	$ 10,000.00
	Lodging in Cairo for 20 participants for 3 days (U.S. Government allowable rate)	day	$ 175.00	60	$ 10,500.00
	Meals and Incidentals for 20 participants for 3 days (M&IE--U.S. Government allowable rate))	day	$ 267.00	60	$ 16,020.00
Ex: Local Travel	Local travel in Cairo, Egypt for 20 participants for 3 days	day	$ 500.00	3	$ 1,500.00
				3.b Travel Sub-Total	***$ 38,020.00***

Narrative Justification: *Enter a description of the Travel matching funds provided and how their use will support the purpose and goals of this proposal. Be sure describe how your matching funds will help sustain and enhance your federal budget request.*

SF-424a Note: Enter the total cost of 3.b in Section B Column 2 line 6c of the form.

Source of Match Funds: *Identify source of match funds.*

4. Equipment *(Description: Permanent equipment is defined as non-expendable personal property having a useful life of more than one year and an acquisition cost of $5,000 or more.)*

4.a Federal Cost

Item Description	Unit of Measure	Cost Per Unit	Number of Units	Cost (Cost Per Unit x No. of Units)
None			0	$ -
			4.a Equipment Sub-Total	**$ -**

Narrative Justification: *Enter a description of the Equipment and how its purchase will support the purpose and goals of this proposal.*

SF-424a Note: Enter the total cost of 4.a in Section B Column 1 line 6d of the form.

4.b Non-Federal Match or Cost Share

Item Description	Unit of Measure	Cost Per Unit	Number of Units	Cost (Cost Per Unit x No. of Units)
None			0	$ -
			4.b Equipment Sub-Total	**$ -**

Narrative Justification: *Enter a description of the Equipment match provided and how its purchase will support the purpose and goals of this proposal. Be sure to describe how your matching funds will help sustain and enhance your federal budget request.*

SF-424a Note: Enter the total cost of 4.b in Section B Column 2 line 6d of the form.

Source of Match Funds: *Identify source of match funds.*

5. Supplies (*Description: Materials costing less than $5,000 per unit and often having one-time use.)*

5.a Federal Cost

Item Description	Unit of Measure	Cost Per Unit	Number of Units	Cost (Cost Per Unit x No. of Units)
Ex: General Office Supplies	month	$ 50	12	$ 600.00
Ex: Laptop		$ 900	1	$ 900.00
			5.a Supplies Sub-Total	**$ 1,500.00**

Narrative Justification: *Enter a description of the Supplies requested and how their purchase will support the purpose and goals of this proposal.*

SF-424a Note: Enter the total cost of 5.a in Section B Column 1 line 6e of the form.

5.b Non-Federal Match or Cost Share

Item Description	Unit of Measure	Cost Per Unit	Number of Units	Cost (Cost Per Unit x No. of Units)
Ex: Fax		$ 300	1	*$ 300.00*
Ex: Postage	month	$ 37	12	*$ 444.00*
			5.b Supplies Sub-Total	***$ 744.00***

Narrative Justification: *Enter a description of the Supplies match provided and how their purchase will support the purpose and goals of this proposal. Be sure to describe how your matching funds will help sustain and enhance your federal budget request.*

SF-424a Note: Enter the total cost of 5.b in Section B Column 2 line 6e of the form.

Source of Match Funds: *Identify source of match funds.*

6. Contractual (*Description: The costs of project activities to be undertaken by a third-party contractor should be included in this category as a single line item charge. A complete itemization of the cost should be attached to the budget. If there is more than one contractor, each must be budgeted separately and must have an attached itemization.)*

6.a Federal Cost

Name/Item Description	Unit of Measure	Unit Cost	Number of Units	Cost (Cost Per Unit x No. of Units)
Consultants				
Ex: Jane Smith/Leadership Training Expert	day	$ 350	12	$ 4,200.00
Ex: Jane Smith travel from Washington, DC to Amman, Jordan for training conference	Roundtrip Airfare	$ 1,200	1	$ 1,200.00
Ex: TBD/Monitoring and Evaluation Expert	day	$ 275	12	$ 3,300.00
Ex: Monitoring and Evaluation Expert travel from Washington, DC to Amman, Jordan	Roundtrip Airfare	$ 1,200	1	$ 1,200.00
Contracts				
Ex. Sub-Award to Jordanian NGO *(budget and terms TBD)*	award agreement	$ 10,000	1	$ 10,000.00
			6.a Contractual Sub-Total	**$ 19,900.00**

Narrative Justification: *Explain the need for each agreement and how their use will support the purpose and goals of this proposal. For those contracts already arranged, please provide the proposed categorical budgets. For those subcontracts that have not been arranged, please provide the expected Statement of Work, Period of Performance and how the proposed costs were estimated and the type of contract (bid, sole source…etc).*

SF-424a Note: Enter the total cost of 6.a in Section B Column 1 line 6f of the form.

6.b Non-Federal Match or Cost Share

Name/Item Description	Unit of Measure	Unit Cost	Number of Units	Cost *(Cost Per Unit x No. of Units)*
Consultants				
Ex: Jane Smith/Leadership Training Expert	day	$ 350	12	$ 4,200.00
Ex: TBD/Monitoring and Evaluation Expert	day	$ 275	12	$ 3,300.00
			6.b Contractual Sub-Total	**$ 7,500.00**

Narrative Justification: *Explain the need for each match contract agreement and how their use will support the purpose and goals of this proposal. Be sure to describe how your matching funds will help sustain and enhance your federal budget request.*

SF-424a Note: Enter the total cost of 6.b in Section B Column 2 line 6f of the form.

Source of Match Funds: *Identify source of match funds.*

7. Construction: Not Allowable

SF-424a Note: Leave this section blank in Section B Column 1 & 2 line 6g of the form

8. Other Direct Costs *(Description: Expenses not covered in any of the previous budget categories.)*

8.a Federal Cost

Item Description	Unit of Measure	Cost Per Unit	Number of Units	Cost *(Cost Per Unit x No. of Units)*
Ex: Office Telephone	month	$ 100	12	$ 1,200.00
Ex: Amman hotel conference room rental for training	day	$ 800	3	$ 2,400.00
			8.a Other Direct Costs Sub-Total	**$ 3,600.00**

Narrative Justification: *Explain the need for each item and how their use will support the purpose and goals of this proposal. Be sure to break down costs into cost/unit and explain the use of each item requested.*

SF-424a Note: Enter the total cost of 8.a in Section B Column 1 line 6h of the form.

8.b Non-Federal Match or Cost Share

Budget Narrative

Item Description	Unit of Measure	Cost Per Unit	Number of Units	Cost *(Cost Per Unit x No. of Units)*
Ex: DC Office Rent	month	$ 1,000	12	$ 12,000.00
			8.b Other Direct Costs Sub-Total	**$ 12,000.00**

Narrative Justification: *Explain the need for each match item and how their use will support the purpose and goals of this proposal. Be sure to break down costs into cost/unit and explain the use of each item requested. Be sure to describe how your matching funds will help sustain and enhance your Federal budget request.*

SF-424a Note: Enter the total cost of 8.b in Section B Column 2 line 6h of the form.

Source of Match Funds: *Identify source of match funds.*

9. Total Direct Costs	
9.a Federal Cost *SF-424a Note: Enter the total cost in Section B Column 1 line 6i of the form.*	***$ 125,805.00***
9.b Non-Federal Match or Cost Share *SF-424a Note: Enter the total cost in Section B Column 2 line 6i of the form.*	***$ 66,192.00***

10. Indirect Costs (Must reflect a provisional or pre-determined Negotiated Indirect Cost Rate Agreement.)		
10.a Federal Cost *SF-424a Note: Enter the total cost of 10.a in Section B Column 1 line 6j of the form.*	0.00%	$ -
10.b Non-Federal Match or Cost Share *SF-424a Note: Enter the total cost of 10.b in Section B Column 2 line 6j of the form.*	0.00%	$ -

11. Total Costs (Sum of the Total Direct and Indirect Costs)	
11.a Federal Cost *SF-424a Note: Enter the total cost in Section B Column 1 line 6k of the form.*	**$ 125,805.00**
11.b Non-Federal Match or Cost Share *SF-424a Note: Enter the total cost in Section B Column 2 line 6k of the form.*	**$ 66,192.00**

BUDGET SUMMARY

Budget Categories	Federal Request (Cost)	Non-Federal Match or Cost Share	Total
1. Personnel	$ 62,765.00	$ 1,338.00	$ 64,103.00
2. Fringe Benefits	$ 7,940.00	$ 6,590.00	$ 14,530.00
3. Travel	$ 30,100.00	$ 38,020.00	$ 68,120.00
4. Equipment	$ -	$ -	$ -
5. Supplies	$ 1,500.00	$ 744.00	$ 2,244.00
6. Contractual	$ 19,900.00	$ 7,500.00	$ 27,400.00
7. Construction	$ -	$ -	$ -
8. Other Direct Costs	$ 3,600.00	$ 12,000.00	$ 15,600.00
9. Total Direct Costs (lines 1-8)	$ 125,805.00	$ 66,192.00	$ 191,997.00
10. Indirect Costs (reflect provisional, pre-determined rate and allocation base)	$ -	$ -	$ -
11. Total Costs (lines 9-10)	$ 125,805.00	$ 66,192.00	$ 191,997.00

Results-Oriented Monitoring and Assessment (ROMA) Plan

Guidance for Applicants

A successful Results-Oriented Monitoring and Assessment Plan ensures that applicants focus on achieving project *results*, rather than just activities. Results are the outputs, outcomes, or impact intended by the project. Activities describe specific actions undertaken over a specific time to achieve results. All applicants should align their ROMA with one of the three MEPI Goals along with corresponding MEPI objectives. A complete list of MEPI's goals and objectives can be found at the following link: MEPI Results Framework Summary.pdf.

The key elements of the ROMA are:

a) ***Project Objective(s): statement of the expected results of the project for which implementers will be held accountable***
b) ***Indicators: measures used to gauge progress towards objectives— indicators should be direct, objective, adequate and practical.***
c) ***Project activities: major actions carried out with grant funds; activities are directly linked to and adequate for the achievement of the project objectives.***
d) ***Milestones: target date for the accomplishment of each major activity within the timeframe of the project***

Grantees awarded under this opportunity will be required to report quarterly on their agreed-upon indicators and milestones, provide a narrative assessment of progress, and flag any issues affecting performance to MEPI project officers. As the project proceeds, MEPI grantees confer with MEPI project officers regarding any necessary actions to enhance performance over the life of the project.

Results-Oriented Monitoring and Assessment (ROMA) Plan

ROMA Plan—Sample Template

Instructions: The ROMA Plan template provides an outline for presenting the key elements which were described in the *ROMA Plan Guidance for Applicants* above. All information in blue text should be deleted prior to submitting your ROMA on Grants.gov or GrantSolutions.gov.

Part 1: Project Context

This project is intended to support the following MEPI Goal:

MEPI Goal: ** Select one relevant goal from the list below.**
• *Pluralistic societies built where diversity is reflected in social organizations, politics, business, media, and government, and where all citizens have equal standing, protected by guaranteed rights and by independent and effective courts of law.* • *Participatory societies built where citizens have the regular opportunity to play an active role in making decisions that affect their lives and to hold their governments accountable.* • *Prosperous societies built where education, specialized skill training, and an environment conducive to business development inspire innovation and create the foundation for long term economic growth and an internationally competitive private sector.*

Part 2: Project Objective(s) and Indicators

This project will ***contribute*** to the MEPI Objective(s) listed below.

MEPI Objective(s): ** Select relevant objective from the list below.* (See the program announcement for relevant objectives)*
• *Legal systems protect the rights of all individuals.* • *Civic culture exists that supports democratic values and the active participation of all individuals in social and political life.* • *Media defend the public interest.* • *Legal and regulatory framework enables participation.* • *Political processes and institutions encourage effective participation.* • *CSOs advocate effectively for their causes.* • *Entrepreneurship increases.* • *A conductive environment for trade, investment, and business development exists.* • *Merit-based employment of target populations increases.*

The project will be ***accountable for achieving*** the project-specific objectives listed below. The project will report against the indicators listed below to measure progress towards achieving its project-specific objectives.

Please limit to three objectives. The objectives should be project-specific and be related to achieving the MEPI objective(s) selected on one of this document.

Project Objective	Indicators
Project Objective 1: ** Objectives should relate to the project scope included in your Program Narrative.** *Example* (Pluralistic Societies): Civic Involvement Increases	** Indicators should be direct, objective, adequate and practical measures of the result to be achieved.** *Example:* • Number/Percentage of target citizens who positive change in level of civic activity
Project Objective 2: *As above* *Example* (Participatory Societies): Participant Civil Society Organizations (CSOs) engage government on key issues	*As above* *Example:* • Number of CSO-government partnerships created by target CSOs to address key social, political or economic issues
Project Objective 3: *As above* *Example* (Prosperous Societies): Private sector engages government to advocate for improved business environment	*As above* *Example:* • Number of new policies supportive of the rights of foreign investors and minority shareholders adopted by the government

Part 3: Project Activities

The major activities the project will carry out to reach the project-specific objectives are listed below.

Project Objective 1: (Insert Project Objective #1 from Part 2 above)

Activity	**Milestone (Completion Date)**
Example: Training of Trainers Workshop	*Example: Month 3*

Project Objective 2: (Insert Project Objective #2 from Part 2 above)

Activity	**Milestone (Completion Date)**

Project Objective 3: (Insert Project Objective #3 from Part 2 above)

Activity	**Milestone (Completion Date)**

Preparing an Application for MEPI Funding

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GENERAL GUIDANCE

It is strongly recommended that applicants submit grant applications using Microsoft Office products. If applicants do not have access to Microsoft Office products, PDF files may be submitted. If an applicant uses a file format other than Microsoft Office or PDF, the application may be unreadable.

The required font is 12-point Times New Roman. The application must be single spaced, with all margins (left, right, top, bottom) being at least one inch each. Also, applicants should ensure all pages in the application are numbered consecutively and meet the page limit requirements outlined in the announcement. **If the application exceeds the page limit, the extra pages will be removed from the application package. In addition, it is strongly recommended that applicants include a Table of Contents.**

REQUIRED APPLICATION DOCUMENTS

MEPI Application Cover Sheet

The Cover Sheet provides summary detail about the applicant and their proposed activities. A sample template can be found in Appendix 1 and a fill-able template is available for download online. **If using the template, the information in blue text should be deleted prior to submitting this document. NOTE: Applicants are strongly encouraged to use the same format as found in the sample templates.** If the applicant does not use the template, the applicant must ensure that their submission includes all elements outlined in the sample.

If using the sample template, the Cover Sheet should be filled out in its entirety. Under the *Executive Summary* header, please provide a mandatory synopsis of the proposed project (e.g., The project will…). The mandatory project synopsis can be **no more than one-page**.

Applicant Organization Information

The Applicant Organizational Information document provides MEPI with information about the organization's structure and policies; and allows MEPI to assess the organization's ability to manage Federal funds. A sample template can be found in Appendix 3 and a fill-able template is available for download online. **NOTE: Applicants are strongly encouraged to use the same format as found in the sample.** If the applicant does not use the template, the applicant must ensure that their submission includes all elements outlined in the sample.

SF-424—Application for Federal Assistance
Instructions to Complete the Form

The SF-424—Application for Federal Assistance collects basic information on the applicant, the proposed project, the funding amount requested, and information about the announcement to which you are applying. Below, please find instructions on how to complete each of section of the form.

Item #1—Type of Submission: Select "Application."

Item #2—Type of Application: Select "New."

Item #3 - #4—Date Received/Applicant Identifier: Leave blank.

Item #5a - #5b—Federal Entity Identifier/Federal Award Identifier: Leave blank.

Item #6 - #7—Date Received by State/State Application Identifier: Leave blank.

Item #8—Applicant Information:
8a – Input your organization's legal name.
8b – U.S. Organization: Enter your EIN or TIN as assigned by the IRS.
International organization: Enter "44-4444444."
8c – Enter your organization's DUNS number.
8d – Enter your organizations address including country.
8e – If applicable, enter the name of a department or division that will coordinate the proposed activities.
8f – Name of the project person to contact about this application. **It is a best practice that this person not be listed as the authorized representative on this form.**

Item #9—Type of Applicant - Please select one of the following.
H. Public/State Controlled Institution of Higher Learning
M. Nonprofit
N. Private Institution of Higher Learning
P. For Profit (Other than Small Business)
Q. Small Business
V. Non-domestic (non-US entity)
W. Other (Specify)

Item #10—Name of Federal Agency: Leave as written; it is completed for you.

Item #11—Catalog of Federal Domestic Assistance Number and Title: Leave as written; it is completed for you.

Item #12—Funding Opportunity Number and Title: Leave as written; it is completed for you.

Item #13—Competition Identification Number and Title: Leave as written; it is completed for you.

Item #14—Areas Affected by Project: Input or attach a list of country or countries where your organization proposes to perform its proposed activities.

Item #15—Descriptive Title of Applicant's Project: Enter a brief descriptive title of your project.

Item #16—Congressional Districts
16a – Applicant:
U.S. Organization: Enter the congressional district of your organization.
International Organization: Enter "00-000."
16b – Program/Project:
U.S.-Based Program: Enter all the congressional districts affected by the program.
International Program (outside the U.S.): Enter "00-000."

Item #17—Proposed Project: Enter the proposed start date and end date (MM/DD/YYYY) of your project. Actual dates will be negotiated if selected for funding.

Item #18—Estimated Funding
18a – Enter the amount of funding your organization is requesting from MEPI (Federal funding).
18b – Enter the amount of any Non-Federal (e.g. non-U.S. Government) resources that will be used to support the project. This includes cost sharing and matching.
18c-d –U.S. Organization: Enter any funding you are receiving from the State and Local governments for this project, if applicable.
18e – Enter the total of all other costs.
18f – If you anticipate any income to be generated by this project (i.e. registration fees) input that information here, if applicable.
18g – Total all the numbers from 18a-18f

Item #19—Is Application subject to Review by State Under Executive Order 12372 Process? Select "c. Program is not covered by E.O. 12372."

Items #20—Is Applicant Delinquent of any Federal Debt. Do you owe the U.S. government money? Please select Yes/No. If yes, please provide an explanation.

Item # 21 – Authorized Representative: By checking box 21 and signing the SF-424—Application for Federal Assistance, the authorized representative certifies that the information in the SF-424 form is complete and accurate to the best of the representative's knowledge **and** that the representative agrees to comply with the required assurances and certifications. Please provide the name, contact information, and signature of the authorized representative. The governing body of the applying organization must have specifically documented the designation for an authorized representative to submit an application for funding to the U.S. Government. **PLEASE NOTE: It is a best practice to have the SF-424 signed by the Authorizing Official who would sign an ensuing award document for the applying organization. It is also a best practice this person not be the same person listed as the point of contact on line "8f" of this form.**

SF-424A—Budget Information—Non-Construction Programs
Instructions to Complete the Form

The SF-424a—Budget Information—Non-Construction Program provides information on the applicant's financial plan for carrying out the proposed project. A more detailed budget will be submitted through the Budget Narrative portion of the application. MEPI recommends that applicants prepare their Budget Narrative and then complete the SF-424a form.

Section A—Budget Summary

Line #1:
Column (a)—Grant Program Function or Activity: Input "Middle East Partnership Initiative"
Column (b)—Catalog of Federal Domestic Assistance No: Input "19.500"
Column (c)—Estimated Unobligated Funds, Federal: Leave Blank
Column (d)—Estimated Unobligated Funds, Non-Federal: Leave Blank
Column (e)—New/Revised Budget, Federal: Enter the amount of Federal funding your organization is requesting.
Column (f)—New/Revised Budget, Non-Federal: Enter the amount of Non-Federal (e.g. non-U.S. Government) funds that will be used to support the project.
Column (g)—New/Revised Budget, Total: Enter the total of Column E and Column F.

Lines #2-4, Columns (a)-(g): Leave Blank

Line #5:
Column (c)—Estimated Unobligated Funds, Federal: Input "$0.00."
Column (d)—Estimated Unobligated Funds, Non-Federal: Input "$0.00."
Column (e)—New/Revised Budget, Federal: Enter the amount from Line #1, Column (e)
Column (f)—New/Revised Budget, Non-Federal: Enter the amount from Line #1, Column (f).
Column (g)—New/Revised Budget, Total: Enter the amount from Line #1, Column (g).

Section B—Budget Categories

Line #6—Object Class Categories:
Column (1)—Grant Program, Function, or Activity: Input "Middle East Partnership Initiative."
Column (2)–(4)—Grant Program, Function, or Activity: Leave Blank
Column (5)—Total: Leave Blank.

Line #6.a—Personnel:
Column (1): Input the total Federal Request from the "Personnel" category in the Budget Summary section of the Budget Narrative**.**
Column (2)-(4): Leave Blank
Column (5): Enter the amount from 6.a, Column 1.

Line #6.b—Fringe Benefits:
Column (1): Input the total Federal Request from the 'Fringe Benefit' category in the Budget Summary section of the Budget Narrative**.**
Column (2)-(4): Leave Blank
Column (5): Enter the amount from 6.b, Column 1.

Line #6.c—Travel:
Column (1): Input the total Federal Request from the "Travel" category in the Budget Summary section of the Budget Narrative**.**
Column (2)-(4): Leave Blank
Column (5): Enter the amount from 6.c, Column 1.

Line #6.d—Equipment:
Column (1): Input the total Federal Request from the "Equipment" category in the Budget Summary section of the Budget Narrative**.**
Column (2)-(4): Leave Blank
Column (5): Enter the amount from 6.d, Column 1.

Line #6.e—Supplies:
Column (1): Input the total Federal Request from the "Supplies" category in the Budget Summary section of the Budget Narrative**.**
Column (2)-(4): Leave Blank
Column (5): Enter the amount from 6.e, Column 1.

Line #6.f—Contractual:
Column (1): Input the total Federal Request from the "Contractual" category in the Budget Summary section of the Budget Narrative**.**
Column (2)-(4): Leave Blank
Column (5): Enter the amount from 6.f, Column 1.

Line #6.g—Construction:
Column (1): Input "$0.00."
Column (2)-(4): Leave Blank
Column (5): Input "$0.00."

Line #6.h—Other:
Column (1): Input the total Federal Request from the "Other" category in the Budget Summary section of the Budget Narrative**.**
Column (2)-(4): Leave Blank
Column (5): Enter the amount from 6.h, Column 1.

Line #6.i—Total Direct Charges:
Column (1): Enter the total of Lines # 6.a thru #6.h in Column 1.
Column (2)-(4): Leave Blank
Column (5): Enter the amount from 6.i, Column 1.

Line #6.j—Indirect Charges:
Column (1): Input the total Federal Request from the "Indirect Charges" category in the Budget Summary section of the Budget Narrative**.**
Column (2)-(4): Leave Blank
Column (5): Enter the amount from 6.j, Column 1.

Line #6.k—TOTALS:
Column (1): Enter the total of Lines #6.i thru #6.j in Column 1.
Column (2)-(4): Leave Blank
Column (5): Enter the amount from 6.k, Column 1.

Line #7—Program Income:
Column (1): Input "$0.00."
Column (2)-(4): Leave Blank
Column (5): Input "$0.00."

Section C—Non-Federal Resources

Line #8:
Column (a)—Grant Program: Input "Middle East Partnership Initiative."
Column (b)—Applicant: Enter total from Section A, Line #1, Column (F).
Columns (c) & (d): Leave Blank.
Column (e)—Totals: Enter amount from Section C, Line#8, Column (b).

Lines #9-11, Columns (a)-(e): Leave Blank

Line #12:
Column (b)—Applicant: Enter amount from of Section C, Line #8, Column (b)
Columns (c) & (d): Leave Blank.
Column (e)—Totals: Enter amount from of Section C, Line #8, Column (b)

Section D—Forecasted Cash Needs

Leave this entire section blank.

Section E—Budget Estimates for Federal Funds Needed for Balance of the Project

Leave this entire section blank.

Section F—Other Budget Information

Line #21—Direct Charges: Use this space to explain amounts for individual direct object class cost categories that may appear to be out of the ordinary or to explain details.

Line #22—Indirect Charges: Enter the type of indirect rate (provisional, predetermined, final, or fixed) that will be in effect during the funding period, the estimated amount of the base to which the rate is applied, and the total indirect expense.

Line #23—Remarks: Add any additional comments you wish to make.

SF-424B—Assurances—Non-Construction Programs

The SF-424B—Assurances—Non-Construction Programs sets forth compliance requirements an application must certify if awarded a grant. The form should be reviewed and signed by the Authorized Organization Representative.

Program Narrative

The Program Narrative provides detailed information about the proposed project, and is reviewed to determine if a project will be considered for funding. The Narrative is a separate document in the electronic submission and may **not exceed 10 pages** **(extra pages will be removed from the application package)**.

The **Program Narrative** should:

Results and Benefits

- Clearly explain and specify the proposed project's objectives
- Describe realistic results to be accomplished with the timeframe of the proposed award.
- Cleary identify the anticipated beneficiaries and explains how the project's objectives will positively affect them.
- Provide realistic milestones to indicate progress toward MEPI goals and objectives as described in the program announcement.

Approach:

- Describes an innovative strategy or plan specific to the program announcement and to the location(s) and context(s) where proposing to work.
- Clearly describe how each proposed project activity will address the objectives outlined in the requested priority area.
- Address how the project will engage or obtain support from relevant stakeholders and identify local partners.

- Propose activities that are interactive, practical, and/or experiential in nature to encourage greater understanding of curriculum.
- Explain how participants will be selected (e.g. criteria for selection, selection process).
- Acknowledges if activities similar to those proposed are already taking or have taken place previously, and provide an explanation as to how proposed new activities will not duplicate or merely add to existing/recent activities.
- Articulates potential challenges to project implementation and propose contingency plans.
- If applicable, describe the division of labor among the applicant and any partners.
- If applicable, identify and address support for marginalized populations in all proposed activities and objectives and provides specific means for their inclusion.

Organizational Capacity:

- Demonstrate experience (e.g. has previously worked and/or has established contacts/partners) in the proposed country/territory/region.
- Demonstrate an institutional record of successful programs in the content area proposed (e.g. local government skills training).
- Demonstrate capacity for responsible fiscal management of donor funding (e.g. successful management of a previous sub-award or grant).
- Demonstrate the capacity to manage the proposed project, including having adequate staffing.

Budget Narrative

The Budget Narrative is used to determine if costs are reasonable and permissible. All proposed costs funded by Federal and Non-Federal contributions must be reasonable, necessary to achieve project objectives, permissible in accordance with applicable Federal cost principles, auditable, and incurred during the project period. **Before developing a project budget, applicants should carefully review information below. All figures must be in U.S. Dollars and rounded to the nearest dollar.**

The Budget Narrative is a separate document in the electronic submission and there is no page limit for this section of the application. A sample template can be found in Appendix 2 and is available for download with the application kit. **NOTE: Applicants are strongly encouraged to use the same format as found in the sample templates.** If the applicant does not use the template, the applicant must ensure that their submission includes all elements outlined in the sample.

Budget Definitions

Authorized Organization Representative (AOR): The individual authorized to act on behalf of the applicant and assume the obligations imposed by Federal laws, regulations, requirements, and conditions that apply to grant applications and/or awards. This person will be the signatory on the SF-424 and SF-424B forms.

Consultant: An individual or organization who provides professional advice and/or services for a fee and is not a direct hire employee of a grantee's organization. Typically a consultant performs a one-time activity. All consultants require prior approval from MEPI.

Contract: A contract under a grant may be awarded for two purposes: 1) goods or services needed to support the grantee's performance of the project or 2) an award to a third party for performance of substantive programmatic work. The first category is termed "vendor relationship," and is described in more detail below under "Vendor." The second category is termed "sub-recipient relationship" and may be in the form of a contract under the grant or, in some cases, a sub-award. More detail on the "sub-recipient" relationship is detailed below under "Sub-Award, Sub-Recipient, or Sub-Grantee**."** The relationship rather than the terminology drives the governing requirements for these two relationships.

Direct Costs: Project related costs used for salaries, travel, equipment, supplies, contractual arrangements, and tangible goods or services.

Indirect Costs: Costs that cannot be identified readily and specifically with a particular project or activity, but are necessary to the operation of the organization (e.g., overhead, facility maintenance). These costs require a negotiated indirect cost rate (NICRA); otherwise, they must be charged directly and justified in detail.

Project Costs: The total allowable costs incurred by a recipient and charged to the award during a budget period. Project costs may include expenses provided for through Federal and Non-Federal contributions.

Sub-Recipient or Sub-Awardee or Sub-Grantee: A third-party individual or organization who receives an award for the performance of certain programmatic work. All sub-recipients require prior approval from MEPI. The receiving organization (sub-recipient):

- Has its performance measured against whether the objectives of the grantee's project are met;
- Has responsibility for programmatic decision making (to the extent specified in its contract/sub-award);
- Has responsibility for adherence to applicable grant compliance requirements; and
- Uses their awarded federal funds in conjunction with a program of the organization as compared to providing goods or services for a program of the pass-through entity.

Vendor: An organization who receives funding from the grantee for the procurement of a good or service needed to support the grantee's performance of the project. A vendor relationship is one under which the receiving organization (vendor):

- Provides the goods and services within normal business operations or to many different purchasers;
- Operates in a competitive environment;
- Provides goods or services that are supplementary to the operation of the grantee's project; and
- Is not subject to federal programmatic compliance requirements.

When a grantee obtains routine goods and services necessary for performance of the grant-supported project, it may be through activities chargeable to indirect costs (e.g., acquisition of audit services) or, as appropriate, through a direct charge (i.e., contractual).

Cost Category Guidelines

All budgets must include an estimate of the costs projected tasks and activities, based on budget categories identified on the Budget Information Form (SF 424a). Applicants are encouraged to use the following checklist below to ensure that the budget provides all the necessary information.

1. Personnel

- Are the key personnel for this project identified?
    - Key personnel are defined as individuals who contribute to the programmatic development or execution of the project in a substantive, measurable way, whether or not they receive salaries or other compensation under the grant.
    - Key personnel should include a Program Director and or Project Coordinator.
- Is each position identified by title or responsibility?
    - **Program Director:** The individual who will provide daily oversight of the grant, including fiscal and personnel management, community relations, and project implementation and evaluation during the project period.
    - **Project Coordinator:** The individual who will coordinate coalition services and MEPI project activities, including training, coalition communication, data collection, and information dissemination.
    - **Financial or Business Official:** The person who handles the financial components of the grant.
- Is the identified position occupied, if so is the name of the employee identified?
- Is the basis for determining each employee's compensation described (annual salary and % time devoted)?
- Are time commitments and the amount of compensation stated and reasonable?
- Are salary increases anticipated during the grant period and are they justified (cost of living allowance, etc.)?
- Are any personnel costs unallowable? (e.g., does the level of effort of the employee exceed 100% of all work on all projects or positions? Is the person identified a Federal Employee?)

2. Fringe Benefits

- Is each type of benefit indicated separately or does the organization have an approved fringe benefit rate (NICRA)?
- Are fringe increases anticipated during the grant period and are they justified?

3. Travel

- Is the travel necessary for the purpose of the program?
- Are travel costs separately identifiable and reasonable (transportation, hotel, meals, and mileage)?
- Is the basis for computation provided?
- Does the organization travel policy follow the Federal guidelines (e.g., Fly America, per diem rates, etc.)?

4. Equipment

- Does the equipment have a useful life of more than one year and an acquisition cost of $5,000 or more?
- Is the request necessary and reasonable for the purpose of the project?
- Are equipment items specified by unit and cost?
- Are purchases distinguishable from rentals or leases (vehicles, large items of equipment)?

5. Supplies

- Are supplies listed separately?
- Are costs per unit identified and detailed?
- Is the basis for the cost reasonable?

6. Contractual

- Is the type of service to be rendered described?
- Are the consultant(s) or contractor(s)' named, if known?
- Is the total amount for any contract in excess of $100,000?
- Is a separate budget for sub-recipients or contracts provided?

7. Construction

- Construction costs are not allowable and should not be included

8. Other

- Are items grouped by type (space rental, printing, phone, maintenance, sub-award, etc.)?
- Are all costs justified and allowable?
- Is each sub-award (or sub-grant) described (i.e., description of activities to be performed, method of selection, type of agreement, budget with narrative) and the amount of award included?

Budget Narrative Sample Template

The Budget Narrative Sample Template provides examples of possible costs. Applicants should revise the template to reflect the costs associated with their proposed activities. In addition, applicants should remove any descriptions within the document and replace it with their cost justifications.

When completing the template, applicants should ensure the following:

- Provide details of calculations including estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated;
- Funding should not duplicate on-going activities;
- Budget categories should be clearly labeled and identified;
- The use of "miscellaneous expenses" or any similar term as a budget item is unacceptable;

Sustainability Plan

The sustainability plan outlines how the proposed project will be sustained beyond the initial award period. **The plan should be attached as a separate document in your submission and may not exceed two pages.** The plan should address each of the areas list below:

- Discuss how sustainability will be integrated into project planning and implementation from the beginning.
- Describe how project activities and results will create sustainable impact through local ownership.
- Identify the results and outcomes that can be realistically sustained after MEPI funding ends.
- Present a plan to secure the resources needed to sustain the aforementioned results after MEPI funding ends.
- Identify potential partners that will play a role in sustaining the project past the scheduled end date and explain the role they will play.

More information about preparing this Plan can be found in Part III, Section B.3 of the program announcement.

Results-Oriented Monitoring and Assessment Plan

A Results-Oriented Monitoring and Assessment (ROMA) Plan describes the measures proposed by an applicant to capture and demonstrate progress towards achieving the objectives of the proposed project. **The plan should be attached as a separate document in your submission and may not exceed three pages.**

The ROMA Plan should include the following elements:

- *Realistic project objectives.* What results are achievable during the period of the grant?
- *Qualitative indicators.* How and what will you measure to show the project's results based on outcomes (impact) as well as outputs (raw numbers)?
- *Data collection and analysis.* How will you collect and present indicator data and analysis to show progress toward the project objectives?
- *Monitoring and reporting.* How will you monitor and assess results during the implementation of the project to adapt to changes on the ground and maintain progress?

More information about preparing this Plan can be found in Part III, Section B.4 of the announcement and in Appendix 4.

OPTIONAL DOCUMENTS

Documents not included in the program and budget narratives may be included as attachments or appendices, and **may not exceed 10 pages**. **If it exceeds the page limit, the extra pages will be removed from the application package.** Examples of attachments to be included in this section of your application are:

- **Biographical Sketch or Job Descriptions for key personnel and partners:** This information may be included within the project narrative or as a separate document included in the optional documents of the application. If these items are not included, applicants will be scored lower under *Staff and Position Specifications* review criteria outlined in Part V, Section A of the announcement.
- **Letters of Agreement or Letters of Intent** from proposed partners
- **Organizational Chart** outlining clear lines of responsibility and authority in the applicant organization.
- **Work Plans, Project Timeline, or Calendar of Activities:** A work plan is a detailed list of proposed activities, milestones, and approximate dates. You may choose to include a work plan, project timeline, and/or calendar of proposed activities.
- **Pre-Submission Checklist** can be found in Appendix 6. This Checklist ensures that an applicant has accurately documented the eligibility requirements and included all major components of the application.

Pre-Submission Checklist

Instructions: The Pre-Submission Checklist ensures that an application meets all submission requirements. Please place an "X" beside each item that has been completed. **Any information in blue text should be deleted prior to submitting this document on Grants.gov or GrantSolutions.gov.**

PRE-SUBMISSION CHECKLIST

Requirements to Submit an Application	
	Do you have a Dun and Bradstreet Data Universal (DUNS) Number?
	Are you registered with the System for Award Management (SAM)*?
	Are you registered with either Grants.gov (www.grants.gov) or GrantSolutions.gov (www.grantsolutions.gov)?**

Required Application Documents	
MEPI Application Coversheet	
	Did you complete and attach the MEPI Cover Sheet? Is your MEPI Cover Sheet no more than **one page**?
Applicant Organizational Information	
	Did you complete and attach the Applicant Organization Information document?
Federal Assistance Application Form—SF-424	
	Did you complete online the Federal Assistance Application Form (SF-424)?
	Has the entire proposed project period been identified in item #17 on the SF-424 form?
	Did you complete item #18 on the SF-424 form?
	Did you check "c" in item #19 on the SF-424 form? MEPI applicants are not covered by E.O. 12372
	Did your Authorized Organization Representative (AOR) read and sign item #21 on the SF-424 form?
Federal Assistance Application Form—SF-424a	
	Did you complete online the Budget Information—Non-Construction Programs (SF-424a)?

Pre-Submission Checklist

	If your application includes cost sharing, did you identify this cost on the SF-424a form?
Federal Assistance Application Form—SF-424b	
	Did your AOR read and sign online the Assurances—Non-Construction Programs on the SF-424b?
Project Narrative	
	Did you attach your Project Narrative and is it no more than **10 pages**?
	Has your Project Narrative addressed all the RFA goals and priorities?
Budget Narrative	
	Did you attach a Budget Narrative as outlined in Appendix 2 using the Budget Narrative Sample Template?
	If your application includes cost sharing, did you provide detailed information about this cost in your Budget Narrative?
Sustainability Plan	
	Did you attach a Sustainability Plan and is it no longer than **2 pages**?
Results-Oriented Monitoring and Assessment Plan	
	Did you attach a Results-Oriented Monitoring and Assessment Plan and is it no longer than **3 pages**?

Optional Documents	
	Did you attach any options documents and are they no longer than **10 pages**?
	If your application included partnerships, did you provide details about the roles and responsibilities for each partnership; details on how sub-grant(s) will be managed and monitored in both the program and budget narratives; and did you attach Letters of Agreements or Letter of Intent?
	Did you include Biographical Sketches or Job Descriptions for key personnel and partners?

***U.S.-based** applicants must be registered with SAM to submit an application. **Foreign-based** applicants are not required to be registered with SAM to submit an application. **All applicants selected for funding must be registered with SAM to receive an award.**

All applications must be submitted through either **Grants.gov OR **GrantSolutions.gov**.